

6 February 1968

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MEMORANDUM FOR: [REDACTED] SA/DDS

SUBJECT : Background and Status of Correspondence Handbook

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1. At present there is on the books the regulatory issuance "Handbook [REDACTED] titled Correspondence Style and Procedures". Some 3,000 copies were printed. Every component with a complete set of Regulations should include a copy of that Handbook despite its May 1955 issuance date. The original distribution was 1,135 copies and the remaining 1,865 were distributed until exhausted in October 1963.
 2. As you will note in the attached folder, (TAB A) a revised version of the Handbook was started in February 1963 and was submitted to Regulations Control in August 1963. That draft was returned to this Staff in October 1964.
 3. Those attached diary notes indicate the subsequent coordination and re-editing that continued without producing a Handbook. Also, the requests for Correspondence Handbook copies became more and more emphatic. In October 1965 [REDACTED] reprinted 100 copies of the old 1955 Handbook only updating the Forms in the exhibits. Distribution of these was limited. Fifty were given to OTR for their clerical training sessions. Only a few are available today. (One is attached at TAB B for your information.)
 4. In March 1967 when I moved into this Staff I assigned a Career Trainee to complete the Handbook. He was not pleased with the assignment and requested a transfer within a few weeks. [REDACTED] worked on it again and in July I had [REDACTED] rework the draft. His product so irritated the Office of Communications' Correspondence Handbook (including examples) I could not use it as an Agencywide issuance. In August 1967 I talked with the Clerical Training faculty and with Mr. [REDACTED] their component Chief about my dilemma with the Handbook. They were so anxious to have the Handbook completed they arranged to get me another Career Trainee. [REDACTED] reworked the drafts, analyzed the various other Handbooks available, and completed a Grid Chart comparing them (TAB C). His draft is the most promising to date (TAB D).
 5. During the summer of 1967 this Staff actively cooperated with National Archives and Records Service in preparing a Correspondence Handbook for the U. S. Government (TAB E). NARS announced its expected

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issuance for September 1967. We felt that it would fill many of the Agency Handbook needs and thereby permit us to issue a small supplement to the U. S. Government Correspondence Handbook. Unfortunately they have the type coordination problems we have and their book has been delayed too.

Your January 1968 inquiries parallel those we received from in Clerical Training. I can only respond as follows:

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a. There are 3,000 Correspondence handbooks in the Agency filed with the Regulations in each component. These have 90% of the material that will appear in any new issuance.

b. Large components with correspondence requirements have issued their own Handbooks. We have received samples of the (2) Office of Scientific Intelligence, (3) and Office of Communications. We have examined NPIC's as well. There are several others on which we were not consulted.

c. The Office of Training used to issue a copy of the Handbook to every new employee passing through the Clerical Training Sessions. We urged and hope this practice will no longer prevail.

d. We believe the old Handbook should not be reprinted again until it is revised and updated.

e. I cannot believe the urgency for a new Correspondence Handbook is as pressing as the Clerical faculty is inclined to indicate.

f. I do believe the Agency would save considerable printing costs if it issued the Government Correspondence Handbook and only printed a small supplement concerned with the few special exceptions required by some of our activities. This we could and should wait to do.

7. We will continue to prepare the draft for coordination and probable issuance as the updated Correspondence Handbook for the Agency. We will be flexible enough to change the plan if a useable Federal Handbook is issued soon. Any assistance and information you can provide us on this matter will be most appreciated.

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Xerox Copy to:

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CIA Records Administration Officer

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Attachments (6)
As stated above w/orig.

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DDS/SSS/RAB ms (6 Feb 68)

(Yellow file copy is being retained by)

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